Letter Content Rubric

|  |  |  |
| --- | --- | --- |
| Content in letter | Yes | No |
| Type of penguin |  |  |
| Food it eats |  |  |
| Where it lives |  |  |
| Interesting fact 1 |  |  |
| Interesting fact 2 |  |  |
| Additional |  |  |

6 Yes = 4

4-5 Yes = 3

3 Yes = 2

0-2 = 1

Project Score for Content \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter Writing Format

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Letter Mechanics | 4 | 3 | 2 | 1 |
| Date | Date is written correctly | Most of the date is written correctly | Some of the date is written correctly | None of the date is written correctly |
| Greeting | Greeting is complete | Most of the greeting is complete | Some of the greeting is complete | Greeting is missing or not correct |
| Body | The body of the letter is correct | Most of the body is correct including indenting | Some of the body is correct but missing indenting | None of the body is correct |
| Closing | Closing is correct | The closing is mostly correct | Some of the closing is correct | None of the closing is correct |

Project Score for Letter Format \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Editing Rubric

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rubric | 4 | 3 | 2 | 1 |
| Capitalizing Sentences | All my sentences begin with capital letters | Most of my sentences begin with capital letters. | Some of my sentences begin with capital letters. | Very few of my sentences begin with capital letters. |
| Sentence Sense | All of my sentences are complete and make sense. | Most of my sentences are complete and make sense. | Some of my sentences are complete and make sense. | Very few of my sentences are complete and make sense. |
| Punctuation | All of my sentences have correct punctuation. | Most of my sentences have correct punctuation. | Some of my sentences have correct punctuation. | None of my sentences have correct punctuation. |
| Proper Nouns | All of my proper nouns are capitalized. | Most of my proper nouns are capitalized. | Some of my proper nouns are capitalized. | None of my proper nouns are capitalized. |
| Mixing Letters | All of my letters are written correctly. | Most of my letters are not mixed. | Some of my letters are mixed. | My letters are consistently mixed. |

**Project score for editing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**